

**CITY OF LAS VEGAS
CITY ATTORNEY
IMPROVEMENT PLAN MARCH 2013**

OPERATIONAL REPORT

- Assisting various Departments with various issues.
- Meetings with various departments regarding issues they need assistance with.
- Review of current budget status as well as next year's proposed budget for the department.
- Assist in personnel issues.
- Working with Code Enforcement on various abatement issues.
- Review of housing units sold
- Prosecuting Municipal Cases
- Active role in Union Negotiations
- Maintaining scanning of all documents
- General day to day operations which include but are not limited to attending court, approving/disapproving Public Records Requests, reviewing documents for various departments, meeting with various departments, drafting documents as needed, performing research.

GOAL	IMPROVEMENT PLAN	FINANCIAL RESOURCES	RESPONSIBLE PARTY	START DATE	END DATE
Modernize and improve City facilities, enterprises, and services.	<ul style="list-style-type: none"> • Maintain an open door policy • Improve response time to department requests • Improve record keeping system 	Budget	Paralegal Attorney	July 2, 2012	June 30, 2013

PROGRESS

- Email approval documents to the requesting Departments.
- Continuous scanning of all files to maintain electronic accessible files.

Create strong partnerships with public and private entities	<ul style="list-style-type: none"> • Assist all departments in partnering with local groups or businesses 		Paralegal Attorney	July 2, 2012	June 30, 2013
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PROGRESS

- Assist any department who comes for guidance in creating and or enforcing contracts to help improve the overall functionality of the City.

Develop an eco friendly office	<ul style="list-style-type: none"> • Use green lighting and natural light as much as possible • Plants in the office • Use laptops more often than desktops to save energy 	Budget	Paralegal Attorney	July 2, 2012	June 30, 2013
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Progress

- Turning off all equipment on a daily basis
- Utilizing email, now that all files are scanned into the computer
- Printing double sided copies
- Eliminated use of screen savers
- Printing lighter copies
- Placed recycle bin in office